

Retention and Classification Report

Agency: Rocky Ridge (Utah) (2811)

HC 60, Box 217
Rocky Ridge, UT 84645
435-623-1707

Records Officer Catherine Lummus

28625	Ordinances, resolutions, agreements, and general plan
28624	Town Council meeting minutes

AGENCY: Rocky Ridge (Utah)

SERIES: 28625

3

TITLE: Ordinances, resolutions, agreements, and general plan

DATES: 1997-

ARRANGEMENT: By subject, thereunder chronological by date of adoption.

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 12/29/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of the ordinances and resolutions passed by the town council.

AGENCY: Rocky Ridge (Utah)

SERIES: 28625

TITLE: Ordinances, resolutions, agreements, and general plan

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Rocky Ridge (Utah)

SERIES: 28624

3

TITLE: Town Council meeting minutes

DATES: 1996-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 12/29/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of the business conducted and decisions made by the Town Council.

AGENCY: Rocky Ridge (Utah)

SERIES: 28624

TITLE: Town Council meeting minutes

(continued)

PRIMARY CLASSIFICATION:

Public